



## Revenue Careers



**Tired of Diminishing Returns? Invest in a Great Career at Revenue!**

### Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

### Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

### Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

**Position:** Facilities Services Coordinator 1  
**Division:** Business & Financial Services

**Location:** Tumwater  
**Notice:** 92106-DOR

**Opens:** September 21, 2006  
**Closes:** October 2, 2006

### Primary Duties:

Assist Facilities Manager in building remodels, new construction, office moves and building lease issues. Process project management reports using Project 2003 and assist in preparing facility plans using AutoCAD. Coordinate maintenance requests and resolution of facilities-related problems such as security, indoor air quality, HVAC issues, etc.

Prepare and update reports on Emergency Management, Risk Management, Hazard Mitigation, and Homeland Security. Assist Purchasing Manager on providing research for the agency Sustainability Plan reports. Backup to Facilities Manager on safety requirements and inspections.

Process janitorial contracts through the General Administration Two Tier process and manage contracts. Coordinate annual maintenance work with the vendors, process payments, resolve issues related to janitorial service and serve as liaison between agency employees and janitorial vendors.

Serve as security system administrator for the agency and coordinate services with cabling vendors on facility projects.

Coordinate agency Commute Trip Reduction (CTR) program and work with Employee Transportation Coordinators (ETC's) to promote the CTR program throughout the agency.

Attend CTR meetings and safety meetings in the absence of the Facilities Manager.

### Compensation:

\$2844-\$3628 per month (Range 45), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

### Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at [www.dor.wa.gov](http://www.dor.wa.gov)

### How to Apply

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)

FAX: (360) 664-0658

Mail: Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

### Desired Qualifications (Knowledge, Skills & Abilities):

Desired candidates will have knowledge of state purchasing authorities and guidelines and have a background in competitive bid process and contract management.

This position requires the ability to clearly explain complex information using "plain talk" and accommodating the needs of various audiences; be effective in accurately conveying ideas to others; communicate important information and updates to supervisor and co-workers; clearly communicate project updates to management; plan and manage time effectively and prioritize workload.

Experience in AutoCAD and Project 2003 or the ability to learn these programs is required.

Knowledge of OSHA & WISHA Building Safety Codes is desired, as well as:

A Bachelor's Degree with major study in building construction, occupational health, risk management or any related field.

AND

One year professional experience in coordinating facility construction and maintenance projects or experience in environmental health and safety programs or risk management programs.

Additional experience in planning, scheduling or coordinating facility maintenance construction projects may be substituted, year for year, for education.

### Examination:

In two pages or less, please respond to the following questions:

1. Describe your knowledge of state purchasing authorities and guidelines and your background in competitive bid process and contract management.
2. Describe your experience in communicating with various audiences and how you expressed your ideas in a clear, easy to understand manner.
3. Describe your experience with AutoCAD and Project 2003, and what context these programs were used.

### **How to Apply:**

Submit a letter of interest, a Washington State Employment Application, three employment references, and your response to the examination to:

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)  
*please indicate position title in subject line*

### **Special Note:**

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.